

# MEMORANDUM

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**To:** Teachers on State-Approved Endorsement Plans

**From:** Velma Itamura  
Science Education Specialist

**Date:** December 5, 2006

**Subject:** Summer In-service Courses 2007

\*\* For an electronic copy of this memo, with corresponding links, please refer to:  
<http://www.schools.utah.gov/curr/sci/>.

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The purpose of this memo is to provide you with the list of summer science endorsement courses. If you receive this memo, you are on the list of teachers on a State-Approved Endorsement Plan (SAEP).

For a list and description of courses available for the summer of 2007, please refer to the Utah Science website, <http://www.schools.utah.gov/curr/sci/teacher/profdev.htm>. There is a course description for each class, followed by a registration form for that class. Make sure you scroll down to view the registration form.

Register early, as many of the sessions will fill up. Send the registration form to the endorsement provider listed for the class you select.

When you have completed all the courses required for your SAEP program and wish to have the endorsement awarded, please complete and return the "Request for Endorsement" form. This form is also found on the science website, <http://www.schools.utah.gov/curr/sci/teacher/pdf/State%20Approved%20Endorsement%20Program%20Request%20Form%2012%2014%2005.pdf>

If your endorsement has previously been awarded, or you no longer need to be on the SAEP, please call Patti Scott at (801) 538-7807 and she will take you off our list.

Thank you,



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